

HELPFUL QUERIES AND ROLES AVAILABLE

ROLES

The following roles are available to all state agencies by completing ConnectND Financials Security access Request SFN 54418 (this form is available on the OMB website <http://www.nd.gov/fiscal/authforms.html>).

- Vendor Inquiry: NDS_ALL_VENDOR_INQUIRY – This role helps AP users find the correct vendor and address for payments and purchase orders. Once this role has been assigned, the navigation in PeopleSoft financials to use it is **ND Utilities & Interfaces > ND State Applications > Procurement & Vendors > Vendor Information**.
- 1099 Maintenance: NDC_1099_MAINTENANCE – This role is for AP users that monitor and correct the agency's 1099-MISC reporting.

QUERIES:

1. Name Search: NDS_VNDR_ALT_NAME searches the Name 1, Name 2, and both Alternate Name fields. This is a public query – anyone can access it.
 - **HINT:** Use the % sign in front of and behind the word you are searching for and use ALL CAPS. Example: %DBA% will bring up hundreds of vendors.
2. TIN Inquiry
 - NDS_VNDR_TIN_SEARCH2 provides the vendor number(s) of active, regular vendors when a taxpayer ID number is entered. Employee vendors will not show up on this query. This query helps when companies operate under different business names, but they supply the agency with their TIN.
3. Search for vouchers by Account
 - NDS_ACCOUNT_INQUIRY allows agencies to search for all payments charged to a particular account, such as Professional Services, Honorariums, or Grants.

VOUCHER INQUIRY

Navigation: *Accounts Payable > Review > Vouchers > Voucher Inquiry*

This online inquiry is very helpful when trying to find vouchers paid to a particular vendor. This screen allows the user to specify a particular period of time, compared to searching for your vouchers by using 'Find an Existing Voucher.'

Enter the following fields as shown on the next page:

1. “From” and “To” business unit – enter your business unit here.
2. SetID: is always ‘share’
3. From Vendor ID/To Vendor ID: enter the vendor’s id number here
4. Voucher Date Type: to select only the current year’s data on a vendor you will need to select one of the dates from this dropdown.
5. From Date/To Date: Select the time period that is applicable.

The screenshot shows a web application interface for 'Voucher Inquiry'. It features a 'Search Criteria' section with various input fields and dropdown menus. The fields are organized into several rows and columns. The first row includes 'From Business Unit' (11000), 'To Business Unit' (11000), 'From Voucher ID', 'To Voucher ID', and 'Voucher Style' (All Vouchers). The second row includes 'From Invoice', 'To Invoice', 'Post Status', 'Approval Status', and 'Voucher Balance'. The third row includes 'SetID' (SHARE), 'From Vendor Short Name', 'To Vendor Short Name', 'Voucher Date Type' (Accounting Date), 'From Vendor ID' (0000000145), 'To Vendor ID' (0000000145), 'Vendor Location', 'From Date' (01/01/2006), and 'To Date' (05/18/2006). The fourth row includes 'Amount Rule' (Any), 'Voucher Gross Amount', 'Transaction Currency', 'Max Rows' (300), 'Search', and 'Reset Criteria'. The fifth row includes 'Sort By' (Voucher ID), 'Sort Asc/Desc' (Ascending), and 'Sort'. The sixth row includes 'Display Currency Criteria'.

Voucher Inquiry

Search Criteria

From Business Unit: 11000 To Business Unit: 11000 From Voucher ID: To Voucher ID: Voucher Style: All Vouchers

From Invoice: To Invoice: Post Status: Approval Status: Voucher Balance:

SetID: SHARE From Vendor Short Name: To Vendor Short Name: Voucher Date Type: Accounting Date

From Vendor ID: 0000000145 To Vendor ID: 0000000145 Vendor Location: From Date: 01/01/2006 To Date: 05/18/2006

Amount Rule: Any Voucher Gross Amount: Transaction Currency: Max Rows: 300 Search Reset Criteria

Sort Criteria

Sort By: Voucher ID Sort Asc/Desc: Ascending Sort

Display Currency Criteria

Click Search and the following results will appear:

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Voucher Inquiry

Search Criteria

From Business Unit: 11000
To Business Unit: 11000
From Voucher ID:
To Voucher ID:
Voucher Style: All Vouchers

From Invoice:
To Invoice:
Post Status:
Approval Status:
Voucher Balance:

SetID: SHARE
From Vendor Short Name:
To Vendor Short Name:
Voucher Date Type: Accounting Date

From Vendor ID: 0000000145
To Vendor ID: 0000000145
Vendor Location:
From Date: 01/01/2006
To Date: 05/18/2006

Amount Rule: Any
Voucher Gross Amount:
Transaction Currency:
Max Rows: 300

Search
Reset Criteria

Sort Criteria

Sort By: Voucher ID
Sort Asc/Desc: Ascending
Sort

Display Currency Criteria

Customize | Find | View All | First

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines Information	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAI	Gross /
11000	00004383	85628	01/03/2006	0000000145	ABM-003	PO-BISMARC	Regular		USD	200.00					
11000	00004427	86120	02/01/2006	0000000145	ABM-003	PO-BISMARC	Regular		USD	200.00					
11000	00004490	86542	03/01/2006	0000000145	ABM-003	REMIT-BISM	Regular		USD	200.00					
11000	00004558	86984	04/03/2006	0000000145	ABM-003	PO-BISMARC	Regular		USD	200.00					
11000	00004626	87383	05/01/2006	0000000145	ABM-003	PO-BISMARC	Regular		USD	200.00					

Note: This search can be downloaded into Excel by clicking on this icon next to View All. In that way, the data can be sorted in whatever format is needed.